



Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

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www.mrmib.ca.gov

JOB OPPORTUNITY BULLETIN

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Senior Management Auditor

Monthly Salary \$5393- 6831

1 Position: 24-month Limited Term, Full-Time

(May become permanent at a later date)

Location: Downtown Sacramento

Position# 443-300-4161-xxx, JOB# 07- 003

Final Filing Date: July 9, 2007

General Statement of Duties:

Under general direction from the Deputy Director, Administration the Chief, Federal Compliance Unit will plan, organize, and direct the work of the Federal Compliance Audit Team. The team will examine organization operations and internal management controls, review organization policies and procedures, appraise performance and accomplishments in the execution of agency plans and objectives, and evaluate the effectiveness of operations in terms of the available resources; may review accounts, records and reports, verify reconciliations of accounts, and determine that the financial statements accurately reflect financial status and transactions. The Chief acts as the project leader for federal Payment Error Rate Measurement (PERM) activities, and serves as the primary point of contact with the Centers for Medicare & Medicaid Services (CMS) on PERM-related issues.

MRMIB administers the Healthy Families Program (HFP) and Access for Infants and Mothers Program (AIM), which receive federal funding through the State Children's Insurance Program (SCHIP). PERM regulations require State participation as well as participation of an "independent auditor" in the PERM reviews. CMS has contracted with three independent federal PERM audit contractors. MRMIB will provide support for the eligibility and payment review activities of the CMS contractors, support the managed care payment reviews, the eligibility determination reviews being done by CMS contractors, and conduct the state-required program eligibility audit.

This position is subject to financial disclosure under MRMIB's Conflict of Interest Code.

Specific duties include, but are not limited to, the following:

As MRMIB's PERM project leader, direct a team in the definition of PERM technical requirements based on interpretation of complex and evolving PERM sampling, review and error rate requirements. Analyze, develop, implement and update MRMIB's SCHIP PERM review and reporting process. Ensure federal regulations, State eligibility, fiscal review and reporting requirements are met. Adjust process on an annual basis. Establish PERM deliverables and timelines and formulate policies, procedures and program alternatives. Review work and outcomes and continually address required process improvement changes. Research and analyze PERM regulations and instructions, as updated, for PERM application and program evaluation.

Lead in coordinating reviews with three separate PERM federal contractors: (1) statistical contractor (SC), (2) a documentation/database contractor (DC), and (3) a review contractor (RC). Ensure accurate and timely completion and submission of deliverables. Perform the most sensitive and complex

coordination tasks. Act as the point of contact for various federal and state stakeholders. Coordinate, facilitate and direct the process for interaction and communication between CMS, staff from the three independent federal PERM contractors, state contractor staff, MRMIB staff and other state agencies. Participate in regularly scheduled and ongoing federal and state PERM conference calls and meetings. Maintain working relationships and cooperation among stakeholders.

Develop and provide training to MRMIB management and impacted staff on PERM audit requirements to assure compliance with federal and state mandates and advise management of PERM impact. Revise and update training plan on a quarterly and annual basis. Monitor PERM regulatory updates and inform management. Keep abreast of federal requirements and other states' best practices. Act as lead person for on-site federal contractor reviews and state contractor eligibility and payment reviews. Evaluate and resolve complex issues during on-site state contractor reviews. Lead in providing and coordinating training and technical assistance to the three federal contractors: SC, DC and RC; ensure timely responses to CMS and its contractors. Lead in providing and coordinating training and technical assistance to state contractors for statistical sampling, eligibility and payment reviews to increase knowledge of regulatory and program requirements and essential skills for service delivery.

Monitor MRMIB's sampling deliverables and ensure timely submission to the CMS-designated SC. Review the deliverables for compliance, accuracy and timeliness. Work with the SC to ensure the sample submissions meet the PERM requirements and separate SC instructions and is approved to comply with PERM's stringent timelines. Provide technical program assistance and solutions to the federal SC.

Coordinate and direct work of the state contractor (MAXIMUS Quality Assurance) for sampling, eligibility and payment reviews. Review the state statistical sampling contractor's quarterly sampling deliverable and monthly sample selections. Ensure compliance with the regulatory sampling criteria and information. Provide technical assistance to the state sampling contractor (MAXIMUS Quality Assurance). Lead and coordinate the state contracted eligibility and payment reviews, in accordance with CMS verification and review standards and the state's eligibility and payment policies in effect.

Review and approve the periodic summary and detailed eligibility and payment review findings to CMS. Ensure timely submission per PERM timelines. Develop, review and approve the final summary eligibility and payment findings and MRMIB's SCHIP eligibility error rate. Review and evaluate the RC-issued monthly disposition report. Actively participate in the research, analysis and resolution workload in the associated appeal process. Lead and direct the monthly PERM "difference-resolution" process with CMS. Negotiate the effective resolution of identified differences. Coordinate responses with MRMIB and external staff. Summarize and support the identified differences per the mandated difference resolution process.

Research and analyze the fiscal and program impact of potential PERM findings. Discuss findings and outcomes with MRMIB management and staff, and develop recommendations for corrective actions. Identify potential policy and program changes, and training needs. Oversee the preparation of corrective action plans. Provide to CMS the analysis of findings and proposed actions in a corrective action plan per the required PERM format, as follows: (1) Program and data analysis of findings - where and why errors are occurring, (2) Corrective action planning, (3) Implementation, and (4) Monitoring and evaluation. Develop and implement a monitoring and evaluation plan to track corrective actions for timely problem identification and resolution. Adjust the monitoring plan on an annual basis.

Lead MRMIB's efforts to calculate and report to CMS, state-specific eligibility error rates based on the review results. Lead and coordinate with the California Department of Health Services (CDHS) regarding the statewide SCHIP PERM error rate. Negotiate with CMS on PERM error rates.

Lead, train, and direct PERM staff of analysts.

Desirable Qualifications

Knowledge, Skills and Abilities: Broad based experience in government with an emphasis on analysis of government management functions and services. Working knowledge of, and the ability to apply, the principles and practices of organizational management, accounting and auditing; principles of electronic data processing, the uniform accounting system and the financial organization and procedures of the State of California; and the policies, rules and regulations of the Legislature and central control agencies as they relate to State agency financial and program management activities. Ability to make investigations of accounting and financial organization procedures and problems; and analyze data, draw sound conclusions and present ideas and information effectively both verbally and in writing. Proficiency with MS Office products, particularly Excel and Word. Knowledge of federal PERM regulations is beneficial.

Special Personal Characteristics: Demonstrated customer service skills; ability to act independently; be open-minded and flexible to other ideas and solutions; be tactful, negotiate and resolve issues without confrontation. Ability to effectively handle multiple tasks and changing priorities.

Interpersonal Skills: Ability to gain and maintain the confidence and cooperation of those contacted during the course of work; ability to interact with various levels of staff and management in a professional and courteous manner; ability to foster a team environment, provide positive direction, motivate, inspire, and influence others toward effective individual or team work performance.

Other Expectations:

- Demonstrates a commitment to exceptional performance of duties in a service-oriented manner.
- Demonstrates a commitment to maintaining a work environment free from discrimination and sexual harassment.
- Supports the Board's commitment to equal employment opportunities.

Who May Apply:

Individuals at the Senior Manager Auditor level or who have list or reinstatement eligibility to this classification may apply. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees.

Interested parties should submit a Std. 678, State Application (available at www.spb.ca.gov), with Job# **07-003** and Position # **443-300-4161-xxx** written in Section 12 of the application, to:

**Managed Risk Medical Insurance Board
1000 G Street, Suite 450
Sacramento, CA 95814
Attn: Julia McLean – Personnel**

Final filing date: July 9, 2007

If you have questions regarding this information, contact Ms. McLean at (916) 323-4138 or via email at jmclean@mrmib.ca.gov.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.